

IOWA

Department of Transportation

IRP

**WEB Transactions
Quick Reference**

Getting Started

This section provides details for signing on to the system.

Internet Explorer Settings

The IFTA/IRP application was built to be compatible with Internet Explorer v6.0 and higher. **You may experience missing menu's or functionality issues if you use another browser such as Firefox, Chrome, etc.**

Pop Up Settings

The application makes use of pop-up windows to display certain documents created in a PDF format. You will need to make sure "pop-ups" are **always allowed** from this site. A common indicator of this not being done is not being able to get an inquiry screen to display or an invoice to display. Usually you will see a yellow bar above the red Iowa Department of Transportation banner. The yellow bar will indicate that pop-ups were blocked and will allow you to click to change settings from there.

Adobe Reader Software Required

The system makes extensive use of PDF type documents which will require you to install the latest version of Adobe Acrobat Reader on your computer. It is free and you can get the latest version from the Internet.

Account and Password Maintenance

You were mailed your initial password in January 2009. For customers that have IFTA, your client ID will be the same for both IRP and IFTA. For IRP only customers, your client ID can be found on your cab card. If you do not have a Client ID and password, you must call the Office of Motor Carrier Services at 515-237-3224, Monday through Friday, 8:00 AM to 4:30 PM.

If you have problems signing on after you have created your new password, you will need to contact the State of Iowa's Information Technology Enterprise Service Desk at 800-532-1174 or 515-281-5703.

IRP System Navigator (NAVvie) Does this apply to IRP?

Multiple screens and steps are involved in conducting IRP business through the Internet. The screens associated with each step have "TABS" across the top of the screen showing the user exactly which step they are on in the overall process. The user may return to a previous step to make changes by clicking on that tab. However, if the supplement has been invoiced, the user will have to cancel the invoice before they can return to any previous step.

Validation Screens

After data entry for a particular function is complete, a validation screen will provide an opportunity to validate the information before it is stored. The validation screen is presented to allow an unrestricted view of the information you have entered. The following functions are available on the validation screens:

- **"Back"** – Select this button to return to the data-entry screen and correct the information as needed.
- **"Proceed"** – Select this button to continue navigation to the next logical step of the transaction.
- **"Quit"** – Select this button to exit the validation screen and return to the appropriate menu. The information that was entered on the screen will **not** be saved if you have not "Proceeded past the validation screen.

Standard Button Selections

This IRP Internet program uses a set of standard button selections that are displayed at the bottom of the various screens when performing a business transaction.

- **“Proceed”** – Continues transaction processing to the next logical step in the process.
- **“Refresh”** – Restores all screen fields to their original values when you entered the screen, allowing you to start over.
- **“Quit”** – Exits to the appropriate menu and **does not save** the information on the current screen. From an inquiry pop-up, selecting quit will close the pop-up.
- **“Back”** – Returns to previous screen.
- **“Cancel”** – Returns to the menu and deletes (backs out) all information associated with the transaction.
- **“Help”** – Provides assistance regarding the use of the current screen.

Sign On Screen

This is the screen where you will sign on to the system, which is accessed from <https://iftairp.iowadot.gov>

Enterprise A&A Service - SSO Logon - Internet Explorer provided by Dell

https://entaa.iowa.gov/entaa/sso?appId=DOT_MCS&callingApp=https://192.168.11.95/login.aspx&commandName=GetLogon#topHeader

File Edit View Favorites Tools Help

Enterprise A&A Service - SSO Logon

DOT Motor Carrier Services

Enterprise A&A What Is A&A?

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)

Sign into DOT Motor Carrier Services here.

Enter your Account Id and password to sign into DOT Motor Carrier Services.

Account Id:

Password:

Select User Type: External User

☐ Take me to my Account Options after I Sign In.

[Sign In](#)

Account Id Examples:

- `firstname.lastname@iowaid`
- `firstname.lastname@iowa.gov`
- `firstname.lastname@iwd.iowa.gov`
- `firstname.lastname@dhs.state.ia.us`

[Need an Account?](#)
[Forgot Password?](#)
[Forgot Id?](#)

You are looking at SSO Logon ©2004 State of Iowa, DAS-ITE Transaction Id: JNXICT Version 2.3.9

Enter your Client ID in the Account Id field. (They are the same.)

- Enter your password.

If you forget your password, click the link at the bottom of the screen and you will be guided through resetting your password. If you have trouble, call the Information Technology Enterprise - Service Desk at 800-532-1174 or 515-281-5703.

- User Type should be set to "External User" from the user type drop-down list.
- Click the "Sign In" button.

DOT Motor Carrier Services

Enterprise A&A What Is A&A?

SIGN IN CREATE AN ACCOUNT FORGOT PASSWORD FORGOT ID

Sign into DOT Motor Carrier Services here.

Enter your Account Id and password to sign into DOT Motor Carrier Services.

Account Id: Password: Select User Type: External User

☐ Take me to my Account Options after I Sign In.

Sign In

Account Id Examples:

- *firstname.lastname@iowaid*
- *firstname.lastname@iowa.gov*
- *firstname.lastname@iwd.iowa.gov*
- *firstname.lastname@dhs.state.ia.us*

[Need an Account?](#)
[Forgot Password?](#)
[Forgot Id?](#)

You are looking at SSO Logon ©2004 State of Iowa, DAS-ITE Transaction Id: JNXICT Version: 2.3.9

Note. If this is a first time signing on, the user will have to change their password, answer the security questions on the following screen:

Self Service Password Change - DOT Motor Carrier Services

Identity Baseline for 1183

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Identity Baseline missing

Question 1: -- Select Question --

Answer 1: Confirm:

Question 2: -- Select Question --

Answer 2: Confirm:

Question 3: -- Select Question --

Answer 3: Confirm:

Question 4 (Create your own question.):

Answer 4: Confirm:

Question 5 (Create your own question.):

Answer 5: Confirm:

Save Identity Baseline

Some guidelines for setting your baseline:

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown above.

You are looking at SSO Initialize Account Transaction Id: EUF7NI

Enterprise A&A

If the user forgets their password in the future, they will need to know the answers to these security questions to reset the password.

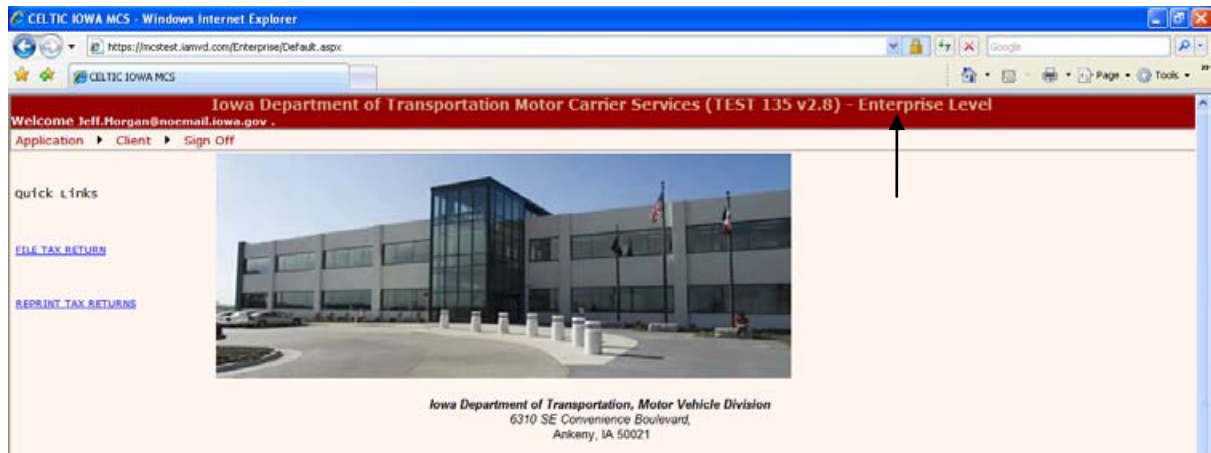
In the event the user cannot proceed and needs help they should contact the Information Technology Enterprise Service Desk at 800-532-1174, 515-281-5703 or ITE.ServiceDesk@iowa.gov.

Once the user has signed on to the system, the Main Menu will be displayed. Processing Agents will have additional functionality to access approved Client Accounts.

Main Menu

The Main Menu is the Enterprise Level Menu and the functionality includes:

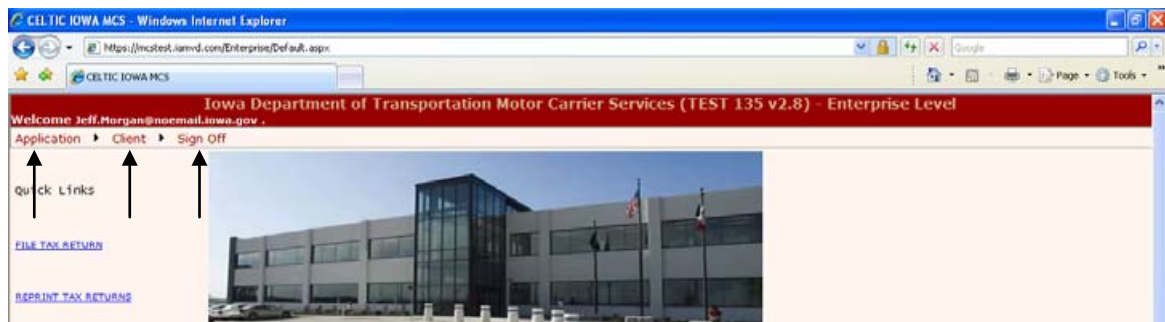
- Access to the main IRP application
- Access to your CLIENT information through Inquiry (Section 2.3).
- DOT Announcements
- Sign Off function.



Enterprise Level Main Menu for Carriers

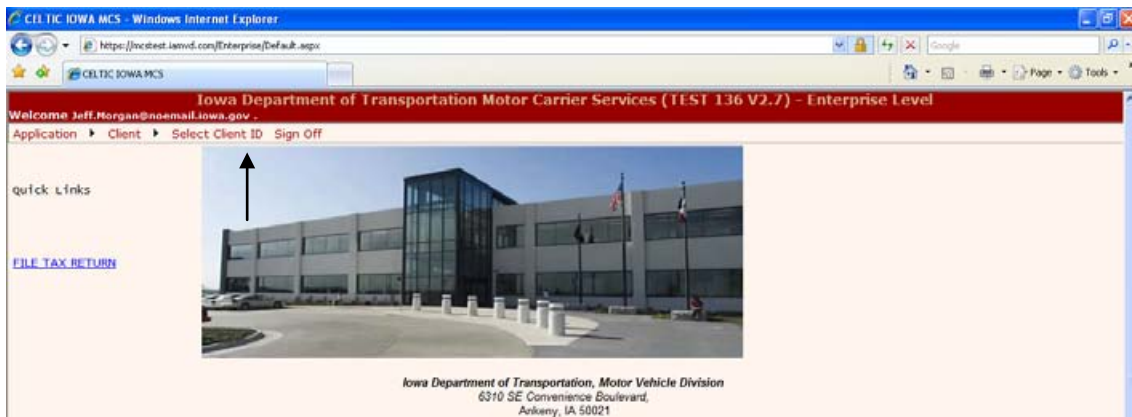
Enterprise Level Main Menu features:

- Click the "Application" tab and a dropdown list will be provided. Select "IRP" from this dropdown list and the IRP Main Menu will be displayed.
- Click the "Client" tab and the Client Inquiry will be displayed.
- Click the "Sign Off" tab to exit the system and the Sign in Screen will be displayed.



Enterprise Level Main Menu for Processing Agents

Processing Agents have additional functionality to access authorized Client Accounts. When a Processing Agent signs in, the Agent will have the same system access as a motor carrier but will have an additional TAB called Select Client ID. The Main Menu for Processing Agents Screen will be displayed as follows:



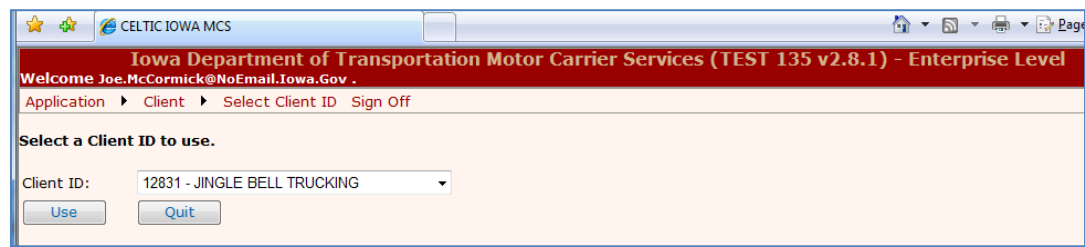
The Office of Motor Carrier Services will allow Processing Agents access to authorized carrier accounts.

After the Agent signs on to the system and the Main Menu for Processing Agents are displayed, the agent must select the client they want to process as follows:

Click the "SELECT CLIENT ID" Tab and the Select Client ID screen will be displayed.

All of the clients this Agent is authorized to process are listed in the drop-down list. **Note:** under the Fleet column, a Fleet 0 indicates IFTA access; Fleets 1 or greater correspond to the IRP Fleet.

Select the client for processing from the drop-down list.



Transaction Processing

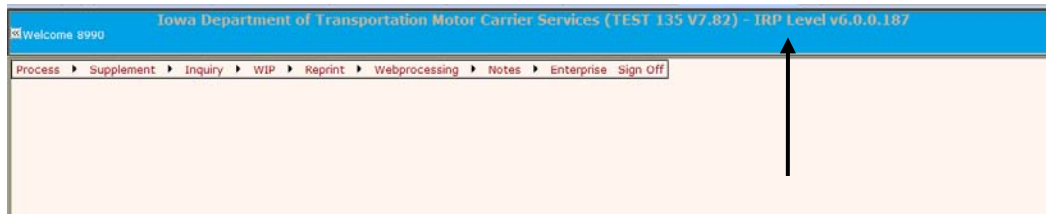
Supplements provided in the IRP system include:

AJU	ADD JURISDICTION
AVE	ADD VEHICLE
AXV	ADD VEHICLE W/ TRANSFER
CVN	AMEND VEHICLE - NO-FEE RELATED
CVF	AMEND VEHICLE - FEE RELATED
CFF	CHANGE CARRIER TYPE/COMM.CLASS
DEV	DELETE EQUIPMENT
RTG	REPLACE PLATE/STICKER
RST	REPLACE STICKER
RCC	DUPLICATE CAB CARD
XFF	FLEET TO FLEET TRANSFER
AAC	NEW ACCOUNT
AFL	NEW FLEET
RWC	RENEW WITH CHANGE
RNC	RENEWAL NO CHANGE
RIN	RENEWAL FOR REINSTATEMENT
CWT	WEIGHT GROUP CHANGE
CFN	CHANGE DBA/Fleet NAME

*Some of these supplement types may not be available for external users.

IRP Main Menu

The Main Menu for IRP is the navigation center and allows the user to access multiple functions without having to always stop current processing to get to a different function or do an inquiry or change previously entered data. The following is a sample of the IRP Main Menu; this menu will list all of the functions available to the web user.



Inquiry Function

The system will provide the user with the capability to inquire on all of the IRP related information using the tree structure. All of the inquiries will be grouped and presented in the Inquiry Tab on the IRP Main Menu. The following is a brief description of what is found on each inquiry option.



- **Account** provides the most current account information. For history, select from the tree structure.
- **Fleet** provides the most current fleet information. For history, select from the tree structure.
- **Distance** provides the most current distance information for the selected account, fleet and registration year.
- **Wgt Group** provides the most current information for the selected account, fleet and weight group. The most current weight from each jurisdiction will display as well as the number of vehicles in each weight group when a registration year is entered.
- **Wgt Group Supplement Base** displays weights for all jurisdictions based on the supplement.
- **Vehicle Transactions** displays information on the vehicle for a specific supplement. Similar to Legacy vehicle supplement inquiry.
- **Vehicle** provides the most current information on a vehicle registration.
- **Supplement** provides the supplement information including supplement dates and payment information.

Supplement Functions

To begin a supplement transaction, follow these steps:

- Select the supplement type from the “Supplement” menu selection.

The screenshot shows a software interface with a menu bar at the top: Process > Supplement > Inquiry > WIP > Reprint > Webprocessing > Notes > Enterprise > Sign Off. Below the menu bar is a list of supplement functions. The 'Renewal' option is highlighted in red.

Add Vehicle
Add With Transfer Vehicle
Delete Vehicle
Add Jurisdiction
Duplicate Cab Card
Duplicate Plate
Duplicate Sticker
Amend Vehicle with Fee
Change Carrier Type
Change DBA Name
Update Weight Group Weight
Fleet To Fleet Transfer
New Fleet
Renewal
Supplement Inquiry

If you are a reporting agency, enter the Client ID #, fleet, fleet expiration year and supplement effective date. If you are the client, your Client ID # will appear in that space, you will need to enter the fleet, fleet expiration year and supplement effective date.

Renewals

To begin your annual renewal, do the following:

Go to the IRP level screen.

Click on Supplement and select Renewal

This screenshot is similar to the one above, but with the 'Renewal' option highlighted in red. An arrow points to the 'Renewal' option in the list.

The following screen will appear:

Enter the fleet number and fleet expiration year.

The screenshot shows the 'Fleet Search' screen. It has a menu bar at the top: Process > Supplement > Inquiry > WIP > Reprint > Webprocessing > Notes > Enterprise > Sign Off. Below the menu bar is a form with the following fields: Client ID (9990), Fleet Expiration Year, Fleet No., and buttons for Proceed, Refresh, and Quit. An arrow points to the Fleet Expiration Year field.

Check the following screen to make sure everything is correct. If it is not, make corrections or changes where appropriate. (Internal Users: make notes in comment area with your date/initials and any info about mcs150 update date, etc). When you are done, select “Proceed”.

The screenshot shows the 'Renew Fleet' screen. It has a menu bar at the top: Account > Fleet > Distance > WgtGroup > Vehicle > Billing > Payment > ManMenu > Inquiries. Below the menu bar is a form with the following sections: Client Details (TIN, Client ID, USDOT No., Status), Business Client Details (Business Name, Contact Name, Email Id, Phone No., Fax No.), Place of Business (Street1, Street2, Zip Code, City, County, Jurisdiction, Country), IRP Account Details (IRP Account Status, First Operated Allowed, Record Retention, Destroy Plate Indicator, E-mailer Indicator), and a Comment field. Buttons for Proceed, Refresh, Quit, Cancel, and Help are at the bottom.

Welcome 8990 Iowa Department of Transportation Motor Carrier Services (TEST 1.36 V7.B1) - IRP Level v6.0.0.187

Fleet Distance WgtGroup Vehicle Billing Payment **MainMenu** Inquiries

Fleet Details

Client ID: 8990 Client Name: USDOT No.: 000360469

TIN: Fleet Type: Fleet Eff.: Doing Business As: B J TRUCK LINE Phone No.: 515-743-5484

Use IFTA Distance: Trailer Fleet: Change Vehicle USDOT/TIN: Wyoming Indicator:

Place of Business: Mailing Address: Shipping Address: Reporting Service: Bond Details:

Street 1: 1842 HWY 25 Street 2: Jurisdiction: IA-IOWA City: GREENFIELD Zip Code: 508498219 Country: US County: ADAIR

Comment:

Proceed Quit Refresh Cancel Help

Take special notice of the colors on the tabs at the top of the screen.

The Supplement Menu tab to the far right is a yellow color. This means you have come from the Main Menu screen and you can go back there by clicking the tab. You can also select to perform an inquiry by selecting the Inquiries tab.

The Fleet Tab is highlighted which means that you are currently on this screen.

The rest of the tabs are gray in color which means that you have not done any processing under that tab and you cannot go there by clicking on the tab.

You will get the following confirmation screen, if all is correct, select "Proceed" if you need to make any changes, select "back".

Account Fleet Distance WgtGroup Vehicle Billing Payment **MainMenu** Inquiries

Client Details

TIN: Client ID: 8990 USDOT No.: 000360469 Status: ACTIVE

Business Client Details

Business Name: Phone No.: 515-743-6484 Contact Name: Fax No.: Email Id:

Place of Business

Street1: 1842 HWY 25 Street2: Jurisdiction: IA City: GREENFIELD Zip Code: 508498219 Country: US County: ADAIR

Mailing Address

Street1: 1842 HWY 25 Street2: Jurisdiction: IA City: GREENFIELD Zip Code: 508498219 Country: US County: ADAIR

IRP Account Details

IRP Account Status: ACTIVE First Operated Allowed: Destroy Plate Indicator: Record Retention: E-mailer Indicator:

Comment:

Proceed Back

Once you select “Proceed” you will be taken to the “Fleet Details” screen. The following message will appear at the top “renewal account has been generated”.

Fleet Details

Client ID: 8990 Client Name: USDOT No.: 000360469 Fleet No.: 1

TIN: Fleet Type: FOR HIRE Fleet Status: ACTIVE

Fleet Eff.: 1/1/2011 Fleet Exp.: 12/31/2011

Doing Business As: B J TRUCK LINE Contact Name: ESTELLA MCLELLAND Email Id:

Phone No.: 641-745-5948 Ext.: 0000 Fax No.:

☒ Use IFTA Distance ☐ Trailer Fleet ☐ Change Vehicle USDOT/TIN ☐ Wyoming Indicator

Place of Business | Mailing Address | Shipping Address | Reporting Service | Bond Details

Street 1: 211 E 1ST STREET Street 2:

Jurisdiction: IA-IOWA Zip Code: 50858

City: ORIENT County: ADAIR

Country: US

Comment: 2009 ren ckd & ent 1/29/2009 at counter-vls.2010 renewal ck & ent by jeb 05-12-10

Proceed Quit Refresh Cancel Help

Review this screen, once you have made any changes or if everything is correct, select “Proceed”. The following screen will appear, if all is correct, select “Proceed” if you need to make changes, select “back”. If you need to add a new fleet, see the “New Fleet” section of this document.

Fleet Details

Client ID: 8990 Client Name: USDOT No.: 000360469 Fleet No.: 1

TIN: Fleet Type: FOR HIRE Fleet Status: ACTIVE

Fleet Eff.: 1/1/2011 Fleet Exp.: 12/31/2011

Doing Business As: B J TRUCK LINE Contact Name: ESTELLA MCLELLAND Email Id:

Phone No.: 641-745-5948 Ext.: 0000 Fax No.:

☒ Use IFTA Distance ☐ Trailer Fleet ☐ Change Vehicle USDOT/TIN ☐ Wyoming Indicator

Place of Business | Mailing Address | Shipping Address | Reporting Service | Bond Details

Street 1: 211 E 1ST STREET Street 2:

Jurisdiction: IA-IOWA Zip Code: 50858

City: ORIENT County: ADAIR

Country: US

Comment: 2009 ren ckd & ent 1/29/2009 at counter-vls.2010 renewal ck & ent by jeb 05-12-10

Proceed Back

From this screen you will be taken to the “Distance Details” screen (following) with a confirmation message at the top. Review the information; make changes if needed, select “Proceed”. If you need to add jurisdictions, see the “Add Jurisdiction” section of this document.

Distance Details

Client ID: 8990 Registrant Name: Fleet No.: 1

Expires In: 12/31/2011 Supplement No.: 0

Estimated Distance Chart: 0 No. of Vehicles: 1

Override Contiguous Jur.: ☐

Estimated Distance: Actual Distance: Total Fleet Distance:

Show Map

Jurisdiction List: Select --

Distance: Type: A

Jurisdiction: Add

No. of Jurisdictions: Add Blank

Jur	Distance	Type	Month	Year	Percent
IA	0	N	1	2009	0.000000
IA	0	N	2	2009	0.000000
IA	0	N	3	2009	0.000000
IA	0	N	4	2009	0.000000
IA	0	N	5	2009	0.000000
IA	0	N	6	2009	0.000000
IA	0	N	7	2009	0.000000
IA	0	N	8	2009	0.000000
IA	0	N	9	2009	0.000000
IA	0	N	10	2009	0.000000
IA	0	N	11	2009	0.000000
IA	0	N	12	2009	0.000000
IA	0	N	1	2010	0.000000
IA	0	N	2	2010	0.000000
IA	0	N	3	2010	0.000000
IA	0	N	4	2010	0.000000
IA	0	N	5	2010	0.000000
IA	0	N	6	2010	0.000000
IA	0	N	7	2010	0.000000
IA	0	N	8	2010	0.000000
IA	0	N	9	2010	0.000000
IA	0	N	10	2010	0.000000
IA	0	N	11	2010	0.000000
IA	0	N	12	2010	0.000000

Proceed Refresh Quit Cancel Remove Help

Once you select “Proceed” the next screen will display messages at the top. You will need to fill in the slots next to Estimated and/or Actual and total Fleet Distance to proceed. In this case, it is only the Estimated and Total Fleet Distance that need completed. Select “Proceed”.

The following confirmation screen will appear. If this is correct, select “Proceed” if you need to make changes, select “back”. If you have “actual” distance, you need to enter that number. Notice that Iowa & Nebraska are showing in red and it shows “E2” this means you have estimated 2-years in a row and the total percentage is over 100% which means you will pay more. So we are going to select “back” and change the estimates to actual to show you the changes.

You will need to change your “type” indicator to “A”, select “Proceed”, and you will get a screen telling you there is a mismatch between actual and total fleet distance, you will need to delete the estimated distance number you entered previously and enter the new numbers. Select “Proceed”.

The following screen shows Iowa & Nebraska in black and your total percentage is 100%. You need to review the information and select “Proceed” if it is correct or “back” if it needs to be changed/updated.

Jur	Distance	Type	Month	Year	Percent
CO	0	N	1	2003	0.00000
IA	20,458	A	1	1998	74.90500
IL	0	N	1	1998	0.00000
KS	0	N	7	1999	0.00000
MN	0	N	7	1999	0.00000
MO	0	N	1	2003	0.00000
NE	6,854	A	1	1998	25.09500
SD	0	N	7	1999	0.00000
WI	0	N	1	2007	0.00000
WY	0	N	1	2007	0.00000
Total Percentage					100.00000

If the information is correct, select the “Proceed” button and the Fleet Weight Group Detail screen will be displayed. If no changes are needed,

Wgt.Group No	Wgt.Group Type	Base Jur Wgt	Max.Gross Weight
Select 2	T-Trailer	34000	34000
Select 3	P-Power Unit	90000	90000

If you need to make any changes at this point, you should go to the “Add Vehicle” section of this manual. If there are no changes, you will need to select “done” and this will take you to the “billing” screen.

Added Vehicles	Amended Vehicles
0	0

Web Processing Submit

After you have completed your work and receive the message on the following screen, you are ready to complete your web processing.

Process > Supplement > Inquiry > WIP > Reprint > Webprocessing > Notes > Enterprise Sign Off
Please submit using Web Processing Menu and change status to Pending for supp No. 0

Process > Supplement > Inquiry > WIP > Reprint > Webprocessing > Notes > Enterprise Sign Off
Please submit using Web Processing Menu and change status to Pending for supp No. 0

After submitting, the following screen will appear. You will need to know what fleet No., expiration year and supplement no. If you have files to upload, select "Browse" and select your documents. When you have completed this screen, select "Submit".

Write comment to the processing personnel. This will guide the Office of Motor Carrier Services to proceed further.

Upload any scanned JPEG documents (copies of 2290, title, etc), to provide information regarding this supplement. Click the "Proceed" button.

View list of all submitted supplements and the status of each.

You may enter any comments to help the processors, process your supplement.

Process > Supplement > Inquiry > WIP > Reprint > Webprocessing > Notes > Enterprise Sign Off

Submit Entry Form

* Client ID: 8990
* Supplement No.: 4
* Fleet No.: 3
* Fleet Expiration Year: 2010
Status: Pending
Upload File: [Browse]
Comment: [Text Area]
[Submit] [View List] [Quit] [Refresh]

Once this has been submitted you will receive a message at the top of the screen confirming if your submission was successful or not. If it was successful, select "Quit".

Process > Supplement > Inquiry > WIP > Reprint > Webprocessing > Notes > Enterprise Sign Off

SRPWEP01: Record successfully updated

Submit Entry Form

* Client ID: 8990
* Supplement No.: [Empty]
* Fleet No.: 3
* Fleet Expiration Year: [Empty]
Status: Pending
Upload File: [Browse]
Comment: [Text Area]
[Submit] [View List] [Quit] [Refresh]

New Fleet

Several of the Fleet information fields will default to the values from the Account information and cannot be changed.

Enter the fleet type and commodity class from the drop-down lists.

Enter the following fields. They will default to the account information and **can** be changed as needed.

Fleet effective date - Enter the effective date for this fleet. Refer to your IRP manual for instructions.

Fleet expiration date – This date will default to December 31 of current year.

Client name – This is the legal name and cannot be changed at this level.

Doing business as (DBA) – If there is a DBA, enter the name here and it will be printed on the credentials.

Contact name

The screenshot shows the 'Fleet Details' form with the following fields and values:

Fleet Details		New Fleet	
Client ID	8990	Client Name	
TIN		USDOT No.	000360469
* Fleet Type	COMMON CARRIER	* Commodity Class	ALL
* Fleet Eff.	10/19/2010	* Fleet Exp.	12/31/2010
* Doing Business As	B J TRUCK LINE	* Contact Name	Mary
* Phone No.	515 -237 -3258	Ext.	
<input type="checkbox"/> Use IFTA Distance	<input type="checkbox"/> Trailer Fleet	<input type="checkbox"/> Change Vehicle USDOT/TIN	<input type="checkbox"/> Wyoming Indicator
Place of Business		Email Id	mary.guillaume@dot.iowa
		Fax No.	515 -237 -3225

Arrows point to the 'Contact Name' field (Mary) and the 'Email Id' field (mary.guillaume@dot.iowa).

Contact email address – This is required if you selected email on the account screen.

Contact phone number and extension

The screenshot shows the 'Fleet Details' form with the following fields and values:

Fleet Details		New Fleet	
Client ID	8990	Client Name	
TIN		USDOT No.	000360469
* Fleet Type	COMMON CARRIER	* Commodity Class	ALL
* Fleet Eff.	10/19/2010	* Fleet Exp.	12/31/2010
* Doing Business As	B J TRUCK LINE	* Contact Name	Mary
* Phone No.	515 -237 -3258	Ext.	
<input type="checkbox"/> Use IFTA Distance	<input type="checkbox"/> Trailer Fleet	<input type="checkbox"/> Change Vehicle USDOT/TIN	<input type="checkbox"/> Wyoming Indicator
Place of Business		Email Id	mary.guillaume@dot.iowa
		Fax No.	515 -237 -3225

Arrows point to the 'Phone No.' field (515 -237 -3258) and the 'Fax No.' field (515 -237 -3225).

Contact fax number

Wyoming indicator - Check this box if the user has intrastate authority in Wyoming.

The screenshot shows the 'Fleet Details' form with the following fields and values:

Fleet Details		New Fleet	
Client ID	8990	Client Name	
TIN		USDOT No.	000360469
* Fleet Type	COMMON CARRIER	* Commodity Class	ALL
* Fleet Eff.	10/19/2010	* Fleet Exp.	12/31/2010
* Doing Business As	B J TRUCK LINE	* Contact Name	Mary
* Phone No.	515 -237 -3258	Ext.	
<input type="checkbox"/> Use IFTA Distance	<input type="checkbox"/> Trailer Fleet	<input type="checkbox"/> Change Vehicle USDOT/TIN	<input type="checkbox"/> Wyoming Indicator
Place of Business		Email Id	mary.guillaume@dot.iowa
		Fax No.	515 -237 -3225

An arrow points to the 'Wyoming Indicator' checkbox.

Trailer fleet – Check this box if this fleet is for trailers only.

Place of business address tab – you may verify the information contained here but you may not make changes. Please contact MCS/IRP with the appropriate changes.

The screenshot shows the 'Fleet Details' form with the 'Place of Business' tab selected. The following fields and values are visible:

Fleet Details		New Fleet	
Client ID	8990	Client Name	
TIN		USDOT No.	000360469
* Fleet Type	COMMON CARRIER	* Commodity Class	ALL
* Fleet Eff.	10/19/2010	* Fleet Exp.	12/31/2010
* Doing Business As	B J TRUCK LINE	* Contact Name	Mary
* Phone No.	515 -237 -3258	Ext.	
<input type="checkbox"/> Use IFTA Distance	<input type="checkbox"/> Trailer Fleet	<input type="checkbox"/> Change Vehicle USDOT/TIN	<input type="checkbox"/> Wyoming Indicator
Place of Business		Email Id	mary.guillaume@dot.iowa
		Fax No.	515 -237 -3225

Arrows point to the 'Street 1' field (1842 HWY 25), the 'Street 2' field, and the 'Zip Code' field (508490219).

Mailing address tab – Complete this if different from the place of business address.

Shipping address tab – This tab is not used at this time.

Reporting service tab – If the carrier has a processing agent, it will be shown here. The designated processing agent will be able to perform certain supplements for the carrier.

Comments box – These comments will be displayed on the Fleet Inquiry screen.

Select the “Proceed” button. The following verification screen will appear.

If information needs to be changed, select the “Back” button.

If the information is correct, select the “Proceed” button and the Mileage Detail screen will be displayed. Once you reach this screen, you will want to go to the “Add Jurisdiction” section following.

Add Jurisdiction

Jurisdictions of travel can be added four different ways.

Click on “show map” to select the jurisdiction by clicking on the map.

1. Enter the number and type of miles (Actual, Estimated, and No Travel Intended). Click the “Add” button.

2. Select the jurisdiction from the drop-down list. Enter the number and type of miles (Actual or Estimated). Click the “Add” button. (See above picture).

3. Add blank jurisdictions to the spreadsheet.

Enter the number of jurisdictions in the “No of Jurisdictions” entry box.

Select the “Add Blank” button which will add blank entries at the bottom of the spreadsheet.

4. Use the estimated distance chart below. This must be used unless written justification is used and approved.

Estimated Distance Chart

AL Alabama	1,220	MI Michigan	1,105	TN Tennessee	2,481
AR Arkansas	1,142	MN Minnesota	2,717	TX Texas	4,486
AZ Arizona	1,841	MO Missouri	4,880	UT Utah	1,066
CA California	3,259	MS Mississippi	954	VA Virginia	2,189
CO Colorado	1,069	MT Montana	524	VT Vermont	71
CT Connecticut	427	NC North Carolina	2,135	WA Washington	627
DC District of Columbia	3	ND North Dakota	403	WI Wisconsin	2,523
DE Delaware	94	NE Nebraska	2,839	WV West Virginia	929
FL Florida	2,409	NH New Hampshire	72	WY Wyoming	1,260
GA Georgia	2,906	NJ New Jersey	661	AB Alberta	80
IA Iowa	18,616	NM New Mexico	1,039	BC British Columbia	30
ID Idaho	465	NV Nevada	884	MB Manitoba	127
IL Illinois	7,161	NY New York	1,480	NB New Brunswick	16
IN Indiana	4,155	OH Ohio	4,096	NL Newfoundland	5
KS Kansas	2,432	OK Oklahoma	1,921	NS Nova Scotia	4
KY Kentucky	1,992	OR Oregon	556	ON Ontario	228
LA Louisiana	879	PA Pennsylvania	3,867	PE Prince Edward Island	1
MA Massachusetts	516	RI Rhode Island	49	QC Quebec	34
MD Maryland	889	SC South Carolina	1,333	SK Saskatchewan	64
ME Maine	128	SD South Dakota	1,167		

Check the estimated distance chart box.

Adjust the number of vehicles as required, (The default is 1.)

Set the jurisdiction mileage type to "E" for estimated.

Click the "Proceed" button. The mileage for the estimated jurisdictions will populate from the estimated distance chart.

Enter the total mileage for:

- Actual
- Estimated
- Total Miles

Distance Details

Client ID: 9990 Registrant Name: Fleet No.: 2

Expires In: 12 / 2010 Supplement No.: 0

Estimated Distance Chart: ☒ No. of Vehicles: 1

Estimated Distance: 0 / 70,401 Actual Distance: 0 / 19,406 Total Fleet Distance: 0 / 89,807

Jurisdiction List: -- Select -- Distance: Type E Jurisdiction: Add No. of Jurisdictions: 25 Add Blank

Show Map

Select the “Proceed” button. The system will calculate the actual, estimated and total miles entered on the jurisdictions. If they do not match the figures entered in step 3, the system will display an error.

Distance Details

Client ID: 9990 Registrant Name: Fleet No.: 2

Expires In: 12 / 2010 Supplement No.: 0

Estimated Distance Chart: ☒ No. of Vehicles: 1

Estimated Distance: 0 / 70,401 Actual Distance: 0 / 19,406 Total Fleet Distance: 0 / 89,807

Jurisdiction List: -- Select -- Distance: Type E Jurisdiction: Add No. of Jurisdictions: 25 Add Blank

Show Map

In some cases, the registrant will provide actual mileage for a new account/fleet. The actual mileage will be indicated as type “A”. The percentage calculation will remain the same, and the actual mileage percentage calculations will add up to 100%.

The system will ensure a carrier has included all the jurisdictions necessary to create a path to the base jurisdiction. If a path cannot be found for all jurisdictions specified, an error message will be displayed. You will need to contact IDOT Motor Carrier Services at 515-237-3268 for assistance to proceed past this screen. Another option would be to leave out the non-contiguous jurisdiction for now and make a note in the comment area when submitting the supplement. The MCS processor will then know to add that jurisdiction once proper justification is received.

Click the “Proceed” button after the mileage information has been entered. Select the “Back” button if information needs to be changed.

*Jurisdictions highlighted in **RED** are being penalized and total over 100%. The system will display ‘over 100%’ information on the screen. The ‘over 100%’ field will contain the total percentage calculated in excess of 100%.*

Select the “Proceed” button if the information is correct, and the Fleet Weight Group Details screen will be displayed.

Distance Details

Client ID : 8990
 Fleet No. : 2
 Supplement No. : 0
 Estimated Distance Chart : Y
 No. of Vehicles : 1
 Override Contiguous Jur. : N

Registrant Name :
 Expires In : 12 / 2010
 Supplement Description : NEW FLEET
 Estimated Distance : 70,401
 Actual Distance : 19,406
 Total Fleet Distance : 89,807

Jur	Distance	Type	Month	Year	Percent
AL	1,276	E1	10	2010	1.42100
AR	1,195	E1	10	2010	1.33100
AZ	1,418	E1	10	2010	1.57700
CA	1,956	E1	10	2010	2.17800
CO	893	E1	10	2010	0.99400
CT	403	E1	10	2010	0.44900
DC	3	E1	10	2010	0.00300
DE	99	E1	10	2010	0.11000
FL	1,749	E1	10	2010	1.94800
GA	2,692	E1	10	2010	2.99800
IA	16,969	A	10	2010	18.89300
ID	344	E1	10	2010	0.38300
IL	7,225	E1	10	2010	8.04500
IN	3,939	E1	10	2010	4.36600
KS	2,300	E1	10	2010	2.55000
KY	1,878	E1	10	2010	2.09100
LA	751	E1	10	2010	0.83600
MA	364	E1	10	2010	0.40500
MD	604	E1	10	2010	0.67200
ME	79	E1	10	2010	0.08800
MI	999	E1	10	2010	1.11200
MN	2,437	A	10	2010	2.71400
MO	4,835	E1	10	2010	5.38400
MS	933	E1	10	2010	1.03600
MT	540	E1	10	2010	0.60100

Total Percentage 100.0000

Proceed Back Back With Refresh

If the information is correct, select the “Proceed” button and the Fleet Weight Group Detail screen will be displayed. Once you reach this screen, you will want to go to the “Add/Change Weight Group” section following.

Fleet Weight Group Details

Client ID : 8990 Registrant Name : Supplement No. : 0
 Fleet No. : 2 Effective from : 10 / 2010 Supplement Desc. : NEW FLEET
 Weight Group No. : 1 Weight Group Type : P-Power Unit Max. Gross Weight : 80,000

List Of Jurisdiction And Weights

Jur	Weight	Jur	Weight	Jur	Weight	Jur	Weight
AL		AR		AZ		CA	
CO		CT		DC		DE	
FL		GA		IA		ID	
IL		IN		KS		KY	
LA		MA		MD		ME	
MI		MN		MO		MS	
MT		NC		ND		NE	
NH		NJ		NM		NV	
NY		OH		OK		OR	
PA		RI		SC		SD	
TN		TX		UT		VA	
VT		WA		WI		WV	
WY							

Add/Change Weight Group (when available)

Select the weight group type from the drop-down list, either “Power Unit” or “Trailer”. A bus is considered a “Power Unit”.

Select the maximum gross weight for the weight group from the drop-down list. If “Other” is selected, enter the weight in the field provided.

Enter the weight for any jurisdiction that has a different weight

Select the “Proceed” button to populate the weight for the remaining jurisdictions. If a weight is outside the 10% tolerance, a warning message will display at the top of the validation screen.

The system will check to ensure the maximum combined gross weight does not exceed the maximum weight allowed in the specific jurisdiction. If it does, the system will automatically set the weight to the maximum allowed and will display a warning message.

Select the “Back” button if any of the weights need to be changed

Select the “Proceed” button if the weight information is correct. The Weight Group Selection screen will display the new weight group as well as any weight group created previously.

To create another weight group, click the “Add Wgt Grp” button and follow the steps again.

To update a weight group, select the weight group by double clicking on “Select” next to the weight group number.

	Wgt.Group No	Wgt.Group Type	Base Jur Wgt	Max. Gross Weight
Select	1	P-Power Unit	80000	80000

Click the “Done” button to proceed to the Vehicle Detail screen.

Add Vehicle

The vehicle detail screen is used to enter the information for each vehicle the user wants to register into the IRP system. Required fields have an “*” beside them. At the top of the vehicle detail screen there is a feature allowing the user to copy information from an existing vehicle to the screen work area, if desired. In this way, they can update only the fields that are different, saving data entry time. To copy another vehicle:

Enter either the unit number, VIN or title number of the vehicle to be copied.

Click Find button to populate the information for the new vehicle.

Enter the following information for the vehicle:

- Unit number,
- Owner – Enter the name of the owner.
- Year – The model year of the vehicle.

- Permanent sticker – This box may be checked and/or protected depending on the body style. If it is checked, a permanent plate will be issued.
- Body style – Select the body style from the drop-down list.
- Make – Select from the drop-down list.

- Fuel type – Select the fuel type from the drop-down list.
- Enter the number of axles and combined axles.

Expires On: 12/2010 Supplement No.: 0 Description: NEW FLEET No of Vehicles: 0

Vehicle Details

* Unit No.	10	* Owner		* Year	1995
Permanent Sticker	<input type="checkbox"/>	* Body Style	ST - SEMI TRAILER	* Make	WILX - WILSON
Fuel Type		* Axles	2	Combine Axles	0
Seats	0	* VIN	1W1UJSYB8SD517127	* Title State	IA-IOWA
* Title No.	01W042965	* Unladen Wgt.	12000	* Weight Group No.	

- If the body style is a bus, enter the number of seats.
- VIN – Enter the 17 character VIN for the vehicle.
- Title State.
- Title number – Enter the title number for the vehicle.
- Enter the unladen weight.

Vehicle Details

* Unit No.	10	* Owner		* Year	1995
Permanent Sticker	<input type="checkbox"/>	* Body Style	ST - SEMI TRAILER	* Make	WILX - WILSON
Fuel Type		* Axles	2	Combine Axles	0
Seats	0	* VIN	1W1UJSYB8SD517127	* Title State	IA-IOWA
* Title No.	01W042965	* Unladen Wgt.	12000	* Weight Group No.	
* Purchase Price	30500	* Factory Price	19592	* Fee Comp Ind	P-Purchase Date
Lease Date		* Purchase Date	07/28/1999	First Operated Date	01/01/2000
Deal Date		Other Date		* Private / Dealer	
Personalized Flag		Plate			

- Select the weight group number – The drop-down list shows the valid weight groups for the fleet. Each weight group will have the declared gross vehicle weight displayed beside the weight group number. If the user needs to add a weight group, click the “Wgt Group” tab at the top of the screen and the Weight Group Selection screen will be displayed.
- Purchase price of the vehicle.
- Factory price - The factory price of the vehicle is required information for the IRP fee computation. If the factory price is not provided, the system will try to retrieve the factory price from the factory price table. The table will be accessed with the vehicle year, axles, and body style.
- Fee comp indicator – Chose a date from which to calculate the fees from the drop-down list.

- Lease date – The date the lease is effective.
- Enter the purchase date
- First operated date – The date the vehicle was first operated.
- Deal date – The date of purchase from the dealer.
- Other date – Any other date in reference to the vehicle transaction.

Vehicle Details

* Unit No.	10	* Owner		* Year	1995
Permanent Sticker	<input type="checkbox"/>	* Body Style	ST - SEMI TRAILER	* Make	WILX - WILSON
Fuel Type		* Axles	2	Combine Axles	0
Seals	0	* VIN	1W1UJSYB8SD517127	* Title State	IA-IOWA
* Title No.	01W042965	* Unladen Wgt.	12000	* Weight Group No.	
* Purchase Price	30500	* Factory Price	19592	* Fee Comp Ind	P-Purchase Date
Lease Date		* Purchase Date	07/28/1999	First Operated Date	01/01/2000
Deal Date		Other Date		* Private / Dealer	
Personalized Flag		Plate			

Back Fee
Fetch Back Fee Weight No. of Months

County Credit

- Private/Dealer
 - If vehicle was purchased from a dealer, the dealer name and state must be provided.
 - If not purchased from a dealer, the current plate number, state and plate expiration date must be provided.
- Personalize information/existing plate – If checked; enter the personalized plate to be assigned to the vehicle.
- Back fee - Select the “Back Fee” button to populate the current registration information for a vehicle based on the VIN. The weight and number of months not registered are required to calculate the registration fees.
- County plate - Enter the county plate number and select the “County Details” button to display the weight and number of months credit for the county plate.

Back Fee
Fetch Back Fee Weight No. of Months

County Credit

County Plate County Details Weight No. of Months

Documentation Requirements For Admin Fee and Fee Calculation

Distance ☐ Y ☐ N UT Special Truck ☐ N ☐ MCO Provided ☐ N ☐ Trailer ☐ N

Registration Details

TA Ind ☐ Days 0

Documentation Requirement Tracking

2290 ☐ O-Outstanding MCS 150 ☐ O-Outstanding Title Doc ☐ O-Outstanding More Docs ☐ N-Not Required

* Safety Changes During Registration Year ☐ * USDOT No 360469 * TIN

Distance - If licensed in Colorado, click the Distance box if this vehicle travels 10,000 miles or less nationally.

Utah special truck - If licensed in Utah, check the Utah Special Truck box if this vehicle is a cement pump, well boring unit or crane.

MCO provided - If the vehicle is a new vehicle, select Y or N for this. A copy of the manufacturer's certificate of origin may be provided.

Trailer – If a straight truck pulls a trailer and the combined empty weight of a truck and a trailer is less than 16,000 pounds, click this box.

TA – To request a Temporary Evidence of Apportioned Registration (TEAR) select the box. Number of days defaults to 60 days and allows the Office of Motor Carrier Services to change as required.

The screenshot shows a registration form with multiple sections. Arrows point to the 'TA Ind' checkbox in the 'Registration Details' section and the 'Days' field next to it. Other fields include Title No., Purchase Price, Lease Date, Deal Date, Personalized Flag, Unladen Wgt., Factory Price, Purchase Date, Other Date, Weight Group No., Fee Comp Ind, First Operated Date, Private / Dealer, P-PRIVATE, D-DEALER, Fetch Back Fee, Weight, No. of Months, County Credit, County Plate, County Details, Weight, No. Of Months, Distance, Y, UT Special Truck, N, MCO Provided, N, Trailer, N, 2290, O-Outstanding, MCS 150, O-Outstanding, Title Doc, O-Outstanding, More Docs, N-Not Required, Safety Changes During Registration Year, USDOT No, 360469, and TIN.

Documentation Requirements:

Before credentials can be issued to a vehicle, the registrant must provide certain documents. Each document can be marked in one of the following ways:

- O – Outstanding.
- C – Collected.
- S - System Collected - For future use with 2290 and MCS150 automation.
- N - Not Required.

The screenshot shows a close-up of the '2290' field in the 'Documentation Requirement Tracking' section. A dropdown menu is open, showing options: O-Outstanding, C-Collected, S-System Collected, and N-Not Required. An arrow points to the 'O-Outstanding' option. Below the dropdown is a 'Comments' text area. At the bottom are buttons: Proceed, Done, Refresh, Cancel, Quit, Veh List, and Help.

Safety changes during registration year - Indicate if the carrier responsible for safety will change during the registration year.

USDOT number – Provide the USDOT of the carrier responsible for safety.

TIN – Provide the tax identification number of the carrier responsible for safety.

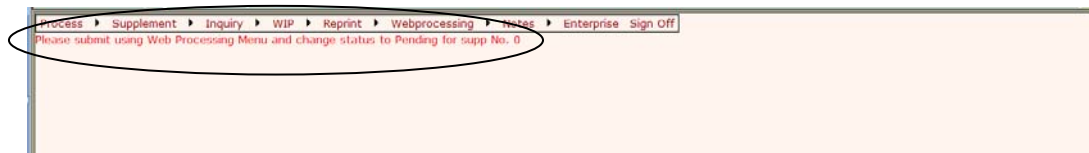
Comment – Enter comments as necessary.

Select the “Proceed” button to perform validations. If the system finds an error or missing field you will receive a message at the top of the screen. A message with a {W} is a warning and will let you proceed. Otherwise the message will indicate a hard stop forcing a correction to be made before proceeding.

From the validation screen, verify the information was entered correctly then select the “Proceed” button to save the vehicle information. If you need to make changes, select the “back” button.

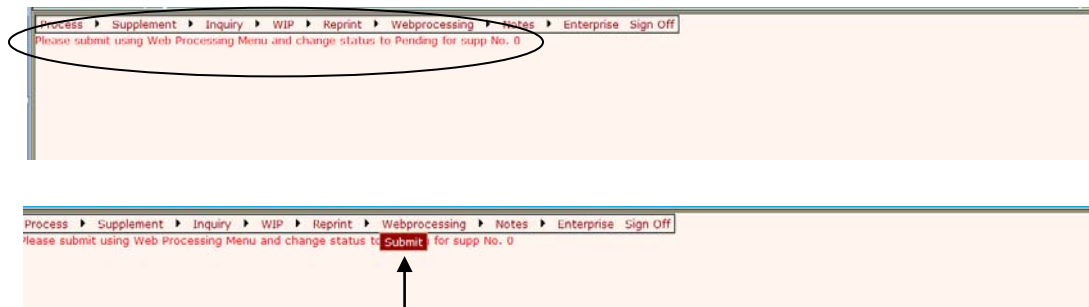
Select “Done” when all vehicles have been entered.

The following message will be displayed: “Please submit using Web Processing Menu and change status to Pending for Supp No. “0” on the IRP main menu.”



Web Processing Submit

After you have completed your work and receive the message on the following screen, you are ready to complete your web processing.



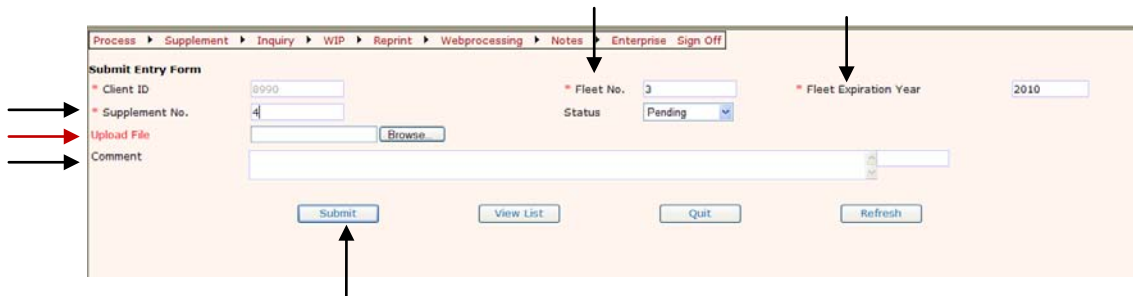
After submitting, the following screen will appear. You will need to know what fleet No., expiration year and supplement no. If you have files to upload, select "Browse" and select your documents. When you have completed this screen, select "Submit".

Write comment to the processing personnel. This will guide the Office of Motor Carrier Services to proceed further.

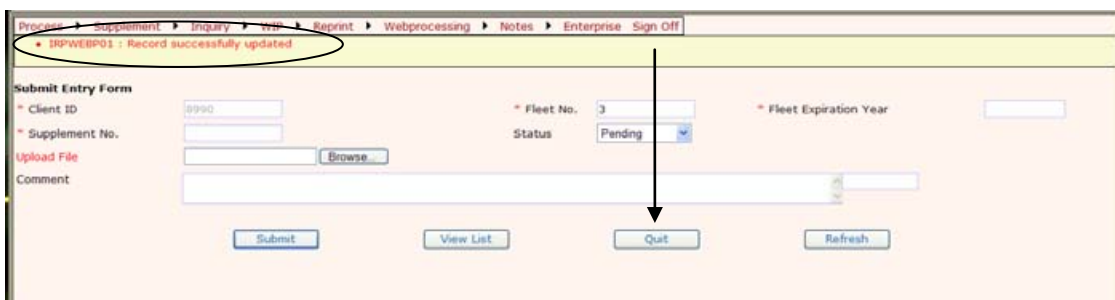
Upload any scanned JPEG documents (copies of 2290, title, etc), to provide information regarding this supplement. Click the "Proceed" button.

View list of all submitted supplements and the status of each.

You may enter any comments to help the processors, process your supplement.



Once this has been submitted you will receive a message at the top of the screen confirming if your submission was successful or not. If it was successful, select "Quit".



Update/Cancel Vehicle

Using WIP (Work In Process) a vehicle that has already been entered as part of this supplement can be updated or canceled.

Click the "Veh List" button on the **vehicle** screen to get a selection list of the vehicles entered.

Click on any vehicle in the selection list to view the details. The vehicle screen will appear.

Update the vehicle information as required and select the "Proceed" button.

Delete the vehicle from the supplement by selecting the "Cancel Vehicle" button.

Click the Done button when all the vehicles have been entered.

Add Vehicle and Transfer Plate

Perform the following steps to process an “Add with Transfer Vehicle” supplement:

From the IRP menu, select “Add with Transfer Vehicle” from the supplement tab.

From the Fleet Search screen, enter the following:

Enter the account, if you have more than one fleet, enter the fleet number you want to do the add/transfer.

The supplement effective date is defaulted to the current date. The user can change the date based on Iowa business rules. The credit will be calculated from the supplement effective date, not the deletion date of the vehicle. Select “Proceed” to display the “Vehicle Details” Screen.

The screenshot shows the 'Add Vehicle W/ Transfer' screen. The 'Old Vehicle Details' section is highlighted with arrows. It contains the following fields: Unit No. (10), VIN (1W1UJ5YB8SD517127), Plate (RY1153), and Deletion Date (12/2010). A 'Find' button is located to the right of the Plate field. The 'Vehicle Details' section below it is partially visible, showing fields for Unit No., Owner, Year, Make, and Title State.

Under “Old Vehicle Details” move your cursor on or around the “Unit No. space” and the units in that fleet will show in a drop down, select the unit you want to delete, and click “Find” and the VIN and Plate number will populate.

The screenshot shows the 'Add Vehicle W/ Transfer' screen with the 'Old Vehicle Details' section populated. Arrows point to the 'Unit No.' field, the 'Find' button, and the 'VIN' and 'Plate' fields. The 'Vehicle Details' section is also visible, showing fields for Unit No., Owner, Year, Make, and Title State.

You will need to enter the Deletion Date and Deletion Code from the drop down list. If you need a new plate issued, check the “New Plate Required” box.

If you have a VIN or Iowa Title for the unit you are adding, you can put one of those numbers in under “Copy From this Vehicle” and click “Find”. If it is found, it will populate some of the fields under “Vehicle Details”.

To add the new vehicle, refer to the “Add Vehicle” section in this manual.

This screen will also allow you to change the Weight Group by clicking on the “Wgt Group” tab. To change or add a weight group, refer to the “Add/Change Weight Group” section in this manual.

Delete Vehicle

Perform the following steps to process a “Delete Vehicle” supplement:

From the IRP menu, select “Delete Vehicle” from the supplement tab.

From the Fleet Search screen, enter the fleet number if you have more than one fleet, the fleet expiration year and the supplement effective date. Select “Proceed” to display the “Delete Vehicle Selection Details” Screen.

Select the vehicle to be deleted. To select the vehicle do one of the following:

Click in the “Select” column next to the vehicle to be deleted from the list of active vehicles or, select a unit number, VIN, or plate number from the drop down lists.

Vehicle Details
Account Details
Client ID : 8990 Registrant Name : Fleet No. : 1
Expires In : 12/2010 Supplement No. : 2 Supplement Desc : Delete Equipment Deleted Vehicles : 0
Unit No. : VIN : Plate No. : Find

List of Active Vehicles
[First Page] [Previous Page] [Next Page] [Last Page]
Page 1 of 1

Select	Unit No	VIN	Plate No	Plate Returned	Delete Reason	Delete Date	Comment
<input type="checkbox"/>	10	1W1UJSYB85D517127	RY1153				
<input type="checkbox"/>	12	1W1UCS2031D524261	RZ8504				

Proceed Done Refresh Cancel Del Veh Help Quit

Once a vehicle is found and selected, the information will populate in the list for verification. Indicate if the plate is being returned. Select the deletion reason. Validate the deletion date and change as necessary. Add a comment.

Vehicle Details
Account Details
Client ID : 8990 Registrant Name : Fleet No. : 1
Expires In : 12/2010 Supplement No. : 2 Supplement Desc : Delete Equipment Deleted Vehicles : 0
Unit No. : VIN : Plate No. : Find

List of Active Vehicles
[First Page] [Previous Page] [Next Page] [Last Page]
Page 1 of 1

Select	Unit No	VIN	Plate No	Plate Returned	Delete Reason	Delete Date	Comment
<input checked="" type="checkbox"/>	10	1W1UJSYB85D517127	RY1153	N	SOLD	10/29/2010	Sending plate today 10/29/10

Proceed Back Quit

Select “Proceed” this will display the selected vehicle in a validation screen and deletes the vehicles from the active vehicle list and allows the user to select other vehicles if required.

To cancel the delete, select the “Del Veh” button to display a list of vehicles deleted during this supplement.

Vehicles successfully deleted.

Vehicle Details
Account Details
Client ID : 8990 Registrant Name : Fleet No. : 1
Expires In : 12/2010 Supplement No. : 2 Supplement Desc : Delete Equipment Deleted Vehicles : 1
Unit No. : VIN : Plate No. : Find

List of Deleted Vehicles
[First Page] [Previous Page] [Next Page] [Last Page]
Page 1 of 1

Select	Unit No	VIN	Plate No	Plate Returned	Delete Reason	Delete Date	Comment
<input type="checkbox"/>	12	1W1UCS2031D524261	RZ8504				

Proceed Done Refresh Cancel Del Veh Help Quit

From the deleted vehicle list, you can also update the deletion information. (the plate return indicator, delete reason, delete data and/or comment) on any vehicle in the list.

Select “Update” to save the updated information. Select “Back” to return to the active vehicle list.

Vehicle Details
Account Details
Client ID : 8990 Registrant Name : Fleet No. : 1
Expires In : 12/2010 Supplement No. : 2 Supplement Desc : Delete Equipment Deleted Vehicles : 1
Unit No. : VIN : Plate No. : Find

List of Deleted Vehicles
[First Page] [Previous Page] [Next Page] [Last Page]
Page 1 of 1

Select	Unit No	VIN	Plate No	Plate Returned	Delete Reason	Delete Date	Comment
<input checked="" type="checkbox"/>	10	1W1UJSYB85D517127	RY1153	N	S - SOLD	10/29/2010	Sending plate today 10

Update Back Quit

Select the vehicle you want to cancel and the system will automatically display the vehicle information. If you want to cancel the deletion of this vehicle, select “Cancel Vehicle” at the bottom of the screen.

When all the vehicles to be deleted have been selected, select “Done” and follow instructions to submit through web processing. If you need more information on submitting through web processing, see the “Web Processing Submit” section in this manual.

Duplicate Cab Card

Perform the following steps to process a “Duplicate Cab Card” supplement:

From the IRP menu, select “Duplicate Cab Card” from the supplement tab.

From the Fleet Search screen, enter the following:

Enter the fleet number if you have more than one fleet, fleet expiration year and supplement effective date.

Select “Proceed” to display the “Duplicate Cab Card” selection screen.

Fleet Search

Account Details

Client ID: 1016 Fleet No.: 1 Registrant Name: Duplicate Cab Card

Expires In: 12/2009 Supplement No.: 1 Supplement Desc: Duplicate Cab Card Vehicle Processed: 0

Unit No: VIN: Plate No: Find

Unit No	VIN	Plate No
<input type="checkbox"/> 123	D5F76G5DFG7D5FG57	SE2150
<input type="checkbox"/> 4568	F90G8H0FG8H0F80GH	SE0544

Page 1 of 1

Proceed Done Refresh Cancel Quit Veh List Help

Indicate the vehicle(s) for the duplicate cab card by checking the check box next to the unit number for the vehicle (the Next and Previous buttons are for paging through a vehicle list, if the fleet has a large number of vehicles), or, enter the Unit No, VIN or Plate number and select "Find".

Select "Proceed" when you are finished to display a screen with the selected vehicles.

Fleet Search

Account Details

Client ID: 1016 Fleet No.: 1 Registrant Name: Duplicate Cab Card

Expires In: 12/2009 Supplement No.: 1 Supplement Desc: Duplicate Cab Card Vehicle Processed: 0

Unit No: VIN: Plate No: Find

Unit No	VIN	Plate No
<input checked="" type="checkbox"/> 4568	F90G8H0FG8H0F80GH	SE0544

Page 1 of 1

Proceed Done Refresh Back Quit Veh List Help

Select "Done" when you are finished to display the message to "submit using web processing".

To cancel a previous selected vehicle, select "WIP", "Search Supplement", enter the Fleet No., if more than one fleet, fleet expiration year and supplement no. and then "Proceed".

Supplement Inquiry WIP Reprint Webprocess: using Web Processing Menu Search Supplement Pending for

Client ID: 1016 Fleet No.: 1 Supplement No.: 1

Proceed Refresh Quit

Select "Veh List" and the system will automatically display the list of vehicles in this supplement.

Fleet Search

Account Details

Client ID: 0990 Fleet No.: 1 Registrant Name: Duplicate Cab Card

Expires In: 12/2010 Supplement No.: 2 Supplement Desc: Duplicate Cab Card Vehicle Processed: 1

Unit No: VIN: Plate No: Find

Unit No	VIN	Plate No
<input type="checkbox"/> 12	1W1UCS2031D524261	RZ8504

Page 1 of 1

Proceed Done Refresh Cancel Quit Veh List Help

Select the vehicle(s) you wish to cancel, and the vehicle information screen will automatically show. Select "Cancel Vehicle", "OK" and "Back".

Fleet Search

Account Details

Client ID: 0990 Fleet No.: 1 Registrant Name: Duplicate Cab Card

Expires In: 12/2010 Supplement No.: 2 Supplement Desc: Duplicate Cab Card Vehicle Processed: 1

Unit No: VIN: Plate No: Find

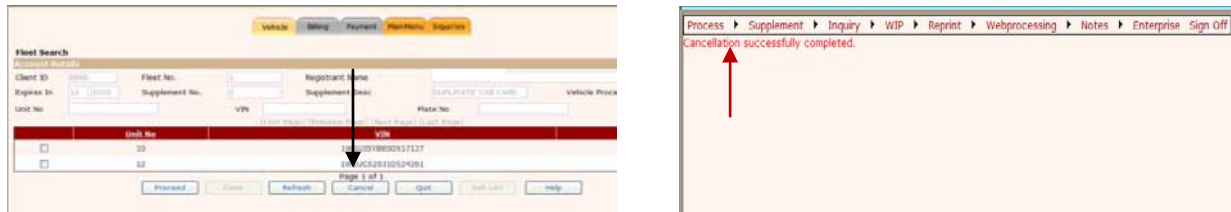
Unit No	VIN	Plate No
<input checked="" type="checkbox"/> 10	1W1UCS2031D524261	RZ8504

Page 1 of 1

Proceed Done Refresh Cancel Quit Veh List Help

Cancel Vehicle OK Back

The following screen will show, select “cancel” then “OK”, you should receive a cancellation successful confirmation on the next screen.



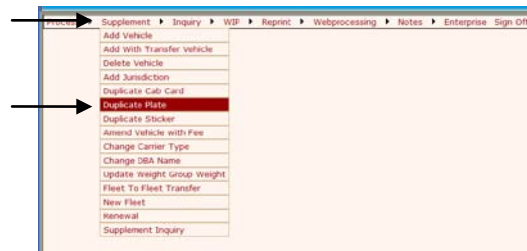
To update a previous selected vehicle, select the “Veh List” button to display a list of vehicles processed during this supplement.

Update the information on the vehicle(s) as required.

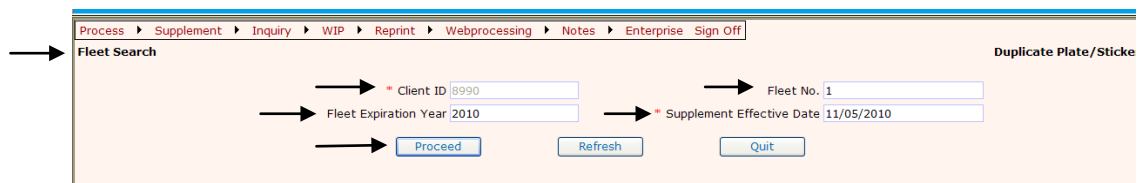
Select “Update” and then “Proceed” to save the updated information.

Duplicate Plate

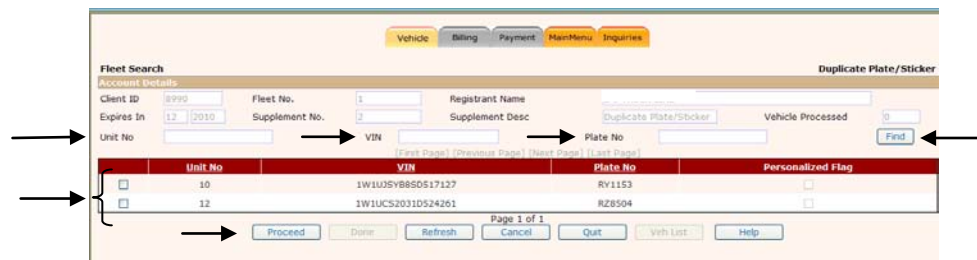
From the IRP menu, select “Duplicate Plate” from the supplement tab.



From the Fleet Search screen, enter the fleet number if you have more than one fleet and fleet expiration year. The supplement effective date is defaulted to the current date. The user can change the date based on business rules.



Select “Proceed” to display the “Duplicate Plate Vehicle Selection Details” Screen. Indicate the vehicle(s) for the duplicate plate by checking the check box next to the unit number for the vehicle. (The Next and Previous buttons are for paging through a vehicle list if the fleet has a large number of vehicles), or enter the Unit No, VIN or Plate number and select “Find”.



Select "Proceed" when you are finished to display a screen with the selected vehicles.

Fleet Search

Account Details

Client ID: 8990 Fleet No.: 1 Registrant Name: Duplicate Plate/Sticker
 Expires In: 12/2010 Supplement No.: 2 Supplement Desc: Duplicate Plate/Sticker Vehicle Processed: 0

Unit No	VIN	Plate No	Reason	Plate	Sticker
12	1W1UCS2031D524261	RZ8504	Lost		

Buttons: Done, Refresh, Back, Quit

Reason dropdown: Lost, Stolen, Damaged, Correction, Other

Enter the "Reason" for each vehicle from the drop down list. Select "Done" when you are finished. Submit via Web Processing.

Process > Supplement > Inquiry > WIP > Reprint > Webprocessing > Notes > Enterprise > Sign Off

Please submit using Web Processing Menu and change status to Pending for supp No. 2

To cancel a previous selected vehicle, select "WIP" then "search supplement".

Process > Supplement > Inquiry > WIP > Reprint > Webprocessing > Notes > Enterprise > Sign Off

Search Supplement

Enter the client ID, fleet no. fleet expiration year and supplement no, then select "Proceed".

Process > Supplement > Inquiry > WIP > Reprint > Webprocessing > Notes > Enterprise > Sign Off

Search Supplement

Client ID: 8990 Fleet No.: 1
 Fleet Expiration Year: 2010 Supplement No.: 2

Buttons: Proceed, Refresh, Quit

Work In Progress

This will take you to the "fleet search" screen. You can either check the box next to the unit(s) showing or type in "unit No." VIN or Plate No, and select "find". Click on "Veh List" to display a list of vehicles processed during this supplement.

Fleet Search

Account Details

Client ID: 8990 Fleet No.: 1 Registrant Name: Duplicate Plate/Sticker
 Expires In: 12/2010 Supplement No.: 2 Supplement Desc: Duplicate Plate/Sticker Vehicle Processed: 1

Unit No: VIN: Plate No: Find

Unit No	VIN	Plate No	Personalized Flag
10	1W1UJ5Y885D517127	RY1153	

Buttons: Proceed, Done, Refresh, Cancel, Quit, Veh List, Help

Page 1 of 1

Select the vehicle you want to "cancel" from this supplement and the system will automatically display the vehicle information.

Fleet Search

Account Details

Client ID: 8990 Fleet No.: 1 Registrant Name: Duplicate Plate/Sticker
 Expires In: 12/2010 Supplement No.: 2 Supplement Desc: Duplicate Plate/Sticker Vehicle Processed: 1

Unit No	VIN	Reason
12	1W1UCS2031D524261	Lost

Buttons: Update, Back, Quit

Fleet Search		DUPLICATE PLATE/STICKER	
Account Details			
Client ID :	8990	Registrant Name :	
Expires On :	12/2010	Supplement No. :	2
Fleet No. :		1	
Vehicle Details		DUPLICATE PLATE/STICKER	
Unit No. :	12	Owner :	
Permanent Sticker :	N	Body Style :	SEMI TRAILER
Fuel Type :	3	Axles :	3
Seats :	0	VIN :	1W1UC52031D524261
Title No. :	01W046850	Unladen Wgt. :	16000
Purchase Price :	\$1445	Factory Price :	\$1445
Lease Date :		Purchase Date :	12/28/2000
Deal Date :		Other Date :	
Personalized flag :	N	Plate :	
Rack Fee			
Weight :	0	No. of Months :	0
County Credit			
County Plate :		Weight :	0
		No. of Months :	0
Documentation Requirements For Admin Fee and Fee Calculation			
Distance :	N	UT Special Truck :	N
MCO Provided :	N	Trailer :	
Registration Details			
TA Ind :	N	Days :	0
Documentation Requirement Tracking			
2290 :	N	MCS 150 :	C
		More Docs :	N
Safety Changes During Registration Year :		USDOT No. :	000360469
Comments :		TIN :	
<input type="button" value="Back"/> <input type="button" value="Cancel Vehicle"/> <input type="button" value="Quit"/>			

[illegible]

Update the information on the vehicle(s) as required.

Duplicate Sticker

The screenshot shows the 'Supplement' menu with the following options: Add Vehicle, Add With Transfer Vehicle, Delete Vehicle, Add Jurisdiction, Duplicate Cab Card, Duplicate Plate, Duplicate Sticker (highlighted with a red arrow), Amend Vehicle with Fee, Change Carrier Type, Change DBA Name, Update Weight Group Weight, Fleet To Fleet Transfer, New Fleet, Renewal, and Supplement Inquiry.

From the Fleet Search screen, enter the fleet number if you have more than one fleet and fleet expiration year. The supplement effective date is defaulted to the current date. The user can change the date based on business rules.

Select "Proceed" to display the "Duplicate Sticker Vehicle Selection Details" Screen. Indicate the vehicle(s) for the duplicate plate by checking the check box next to the unit number for the vehicle. (The Next and Previous buttons are for paging through a vehicle list if the fleet has a large number of vehicles), or enter the Unit No, VIN or Plate number and select FIND.

Select "Proceed" when you are finished to display a screen with the selected vehicles.

Enter the "Reason" for each vehicle from the drop down list. Select "DONE" when you are finished. Submit via Web Processing.

To cancel a previous selected vehicle, select "WIP" then "search supplement".

Process > Supplement > Inquiry > WIP > Reprint > Webprocessing > Notes > Enterprise Sign Off

Search Supplement

* Client ID 0990

Fleet No. 1

Fleet Expiration Year 2010

Supplement No. 2

Proceed Refresh Quit

Work In Progress

This will take you to the “fleet search” screen. You can either check the box next to the unit(s) showing or type in “unit No.” VIN or Plate No, and select “find”. Click on “Veh List” to display a list of vehicles processed during this supplement.

Vehicle Billing Payment MainMenu Inquiries

Fleet Search DUPLICATE STICKER

Account Details

Client ID: 8990 Fleet No.: 1 Registrant Name: C. J. ...
 Expires In: 12/2010 Supplement No.: 3 Supplement Desc: DUPLICATE STICKER Vehicle Processed: 1
 Unit No.: VIN: Plate No: Find

(First Page) (Previous Page) (Next Page) (Last Page)

Unit No	VIN	Plate No
12	1W1UCS2031D524261	T14889

Page 1 of 1

Proceed Done Refresh Cancel Quit Veh List Help

Select the vehicle you want to “cancel” from this supplement and the system will automatically display the vehicle information.

Vehicle Billing Payment **Main Menu** Inquiries

Fleet Search
Account Details
 Client ID: Fleet No.: Registrant Name:
 Expires In: Supplement No.: Supplement Desc: Vehicle Processed:

DUPLICATE STICKER

Select	Update	Unit No	VIN	Reason
<input type="checkbox"/> Select	<input type="checkbox"/>	10	1W1JUSY8SDS17127	Lost ▼

Update Back Quit

From this screen, select “Cancel Vehicle”, “OK”, and “back”.

DUPLICATE STOCKER

Fleet Search

General Details

Client ID :	9090	Registrant Name :	[REDACTED]		Fleet No. :	1
Expires On :	12/2010	Supplier No. :	3	Description :	DUPLICATE STOCKER	

Vehicle Details

Unit No. :	10	Owner :	[REDACTED]		Year :	1995
Permanent Stocker :	N	Body Style :	SEMI TRAILER		Make :	HOLZ-WEISS
Fuel Type :		Axles :	3	Combine Axles :	N	
Seater :	0	VIN :	EWZJYF86G0517127		State :	IA
Title No. :	01W042665	Unladen Wgt. :	12000		Weight Group No. :	2-34000
Purchase Price :	20000	Factory Price :	95952		Fee Comp Ind. :	P
Leave Date :		Purchase Date :	07/26/1999		First Operated Date :	01/01/2000
Sold Date :		Other Date :			Private/Dealer :	

Personalized Reg. : N Rate :

Back Fee

Weight :	0	No. of Months :	0
----------	---	-----------------	---

County/State

County Rate :	Weight :	No. of Months :	0
---------------	----------	-----------------	---

(Occupational Weights/Hours For Adults For and Fee Calculation)

Distance :	N	UT Special Track :	N	HCD Provided :	N	Trailer :	N
------------	---	--------------------	---	----------------	---	-----------	---

Occupational Details

Ta Ind. :	N	Days :	0
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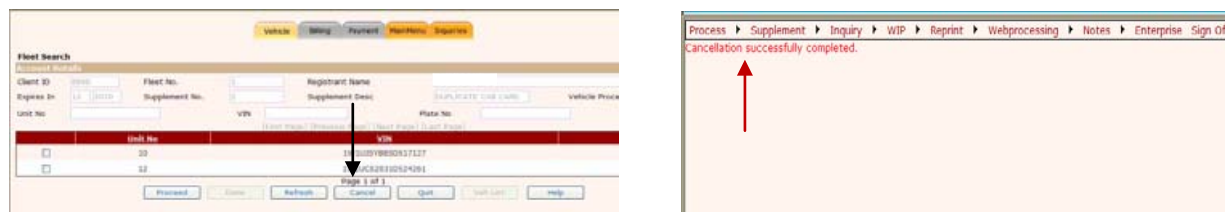
(Occupational Equipment Trackers)

2280 :	N	MCS 130 :	C	Title Doc. :	C
		More Docs :	N		

Safety Changes during Registration Year : N USDOT No. : 000380499 TIN : [REDACTED]

Comments :

Select Vehicle, click on “Cancel” then “OK”. You will then get a cancellation successful screen.



To update a previous selected vehicle, select the “Veh List” button to display a list of vehicles processed during this supplement.

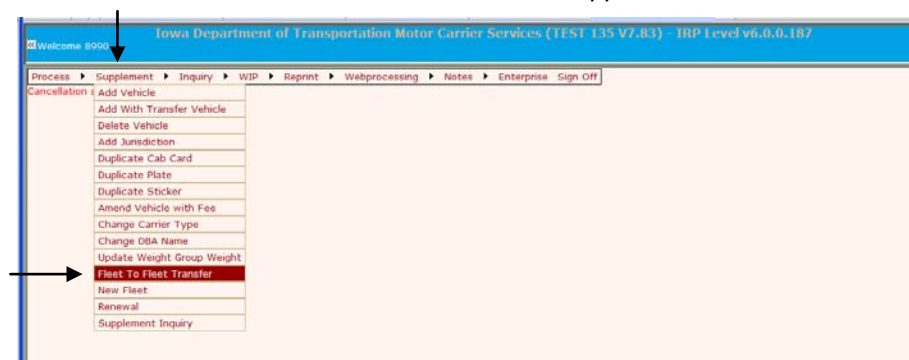
Update the information on the vehicle(s) as required.

Select “Update” and then “Proceed” to save the updated information.

Fleet To Fleet Transfer

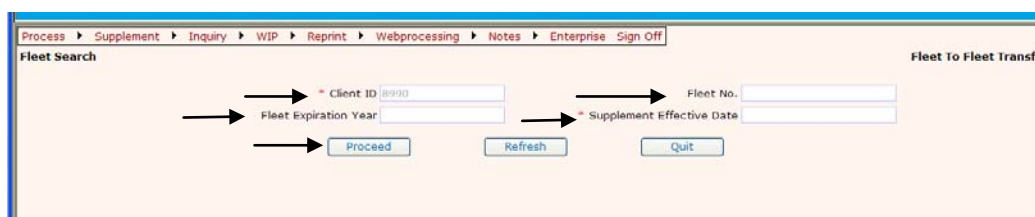
Perform the following steps to process a “Transfer Vehicle from Fleet to Fleet” supplement:

From the IRP menu, select “Fleet to Fleet Transfer” from the supplement tab.



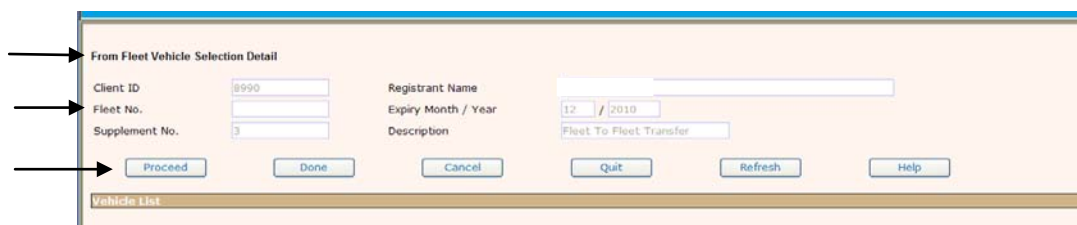
From the Fleet Search screen, enter the following:

Enter the client ID, fleet, and fleet expiration year of the fleet the vehicle is being transferred to and the supplement effective date. Select “Proceed” to display the “From Fleet Vehicle Selection Details” Screen.



“From Fleet Vehicle Selection Details” screen allows the following actions:

Enter the fleet number where the vehicle is currently registered. Select “PROCEED” to receive a list of vehicles in the “from” fleet.



Select a vehicle to transfer by clicking on the vehicle once.

From Fleet Vehicle Selection Detail

Client ID: 0990 Registrant Name: [Blank]
 Fleet No.: 1 Expiry Month / Year: 12 / 2010
 Supplement No.: 1 Description: Fleet To Fleet Transfer

Proceed Done Cancel Quit Refresh Help

Vehicle List

Unit No: [Blank] VIN: [Blank] Plate No: [Blank] Find

[First Page] [Previous Page] [Next Page] [Last Page]

Page 1 of 1

	Unit No	VIN	Plate No	Title No
Select	10	1W1UJSYB85D517127	RY1153	01W042965
Select	12	1W1UCS20310524261	TJ4889	01W046850

The Fleet to Fleet transfer vehicle detail screen will be displayed and populated with the transferring vehicle information.

WgtGroup Vehicle Billing Payment MainMenu Inquiries

Vehicle Details FLEET TO FLEET TRANSFER

Client ID: 0990 Fleet No.: 2 Registrant Name: [Blank]
 Expires On: 12 / 2010 Supplement No.: 1 Description: FLEET TO FLEET TRANSFER No of Vehicles: 0

Vehicle Details

* Unit No.: 10 * Owner: [Blank] * Year: 1995
 Permanent Sticker: ☒ * Body Style: ST - SEMI TRAILER * Make: WILX - WILSON
 Fuel Type: [Blank] * Axles: 0 * Combine Axles: 0
 Seats: 0 * VIN: 1W1UJSYB85D517127 * Title State: IA-IOWA
 * Title No.: 01W042965 * Unladen Wgt.: 12000 * Weight Group No.: [Blank]
 * Purchase Price: 30500 * Factory Price: 19992 * Fee Comp Ind: P-Purchase Date
 Lease Date: [Blank] * Purchase Date: 07/28/1999 First Operated Date: 01/01/2000
 Deal Date: [Blank] Other Date: [Blank] Private / Dealer: [Blank]
 Personalized Flag: [Blank] Plate: [Blank]

Documentation Requirements For Admin Fee and Fee Calculation

Distance: [Blank] UT Special Truck: [Blank] MCO Provided: [Blank] Trailer: [Blank]

Registration Details

TA Ind: ☐ Days: 0

Documentation Requirement Tracking

2290 N-Not Required MCS 150 C-Collected Title Doc: C-Collected More Docs: N-Not Required

* Safety Changes During Registration Year: [Blank] * USDOT No.: 360469 * TIN: [Blank]

Comments: [Blank]

Proceed Back Refresh Quit Help

On the "Fleet to Fleet transfer vehicle detail" perform the following:

Select the correct weight group. If you need to add a weight group, select the "Wgt Group" tab at the top of the screen and "Proceed" to add the weight group. For more information on adding/changing weight groups see the "Add/Change Weight Group" section in this manual.

WgtGroup Vehicle Billing Payment MainMenu Inquiries

Weight Group Selection Details FLEET TO FLEET TRANSFER

Client ID: 0990 Registrant Name: [Blank] Supplement No.: 1
 Fleet No.: 2 Effective From: 11 / 2010 Supplement Desc.: FLEET TO FLEET TRANSFER

"Weight Group List"

	Wgt.Group No	Wgt.Group Type	Base Jur Wgt	Max.Gross Weight
Select	1	P-Power Unit	80000	80000

Add Wgt Grp Done Cancel Quit

Update the registration details and the documentation requirements tracking as required. Select “Proceed” to continue to the validation screen.

From Fleet Vehicle Selection Detail

Client ID: 0990 Registrant Name: _____
 Fleet No.: 1 Expiry Month / Year: 12 / 2010
 Supplement No.: 1 Description: FLEET TO FLEET TRANSFER

Buttons: Proceed, Done, Cancel, Quit, Refresh, Help

Vehicle List

Unit No: _____ VIN: _____ Plate No: _____ Find

[First Page] [Previous Page] [Next Page] [Last Page]

Page 1 of 1

	Unit No	VIN	Plate No	Title No
Select	10	1W1UJ5YB850517127	RY1153	01W042965
Select	12	1W1UCS2031D524261	TH4889	01W046850

Select “Proceed” from the validation screen to save the vehicle and proceed back to the “From Fleet Vehicle Selection Details” screen.

Continue with the above steps until you have entered all the vehicles you are transferring.

When you are finished, select “Done” to continue to the “submit using Web Processing” screen. For more details on submitting see the “Submit Using Web Processing” section in this manual.

Process Supplement Inquiry WIP Reprint Webprocessing Notes Enterprise Sign Off

Please submit using Web Processing Menu and change status to Pending for supp No. 1

Change Carrier Type/Commodity Class

Perform the following steps to process a “Change Carrier Type/Commodity Class” supplement:

From the IRP menu, select “Change Carrier Type/Commodity Class” from the supplement tab.

Process Supplement Inquiry WIP Reprint Webprocessing Notes Enterprise Sign Off

- Add Vehicle
- Add With Transfer Vehicle
- Delete Vehicle
- Add Jurisdiction
- Duplicate Cab Card
- Duplicate Plate
- Duplicate Sticker
- Amend Vehicle with Fee
- Change Carrier Type**
- Change DBA Name
- Update Weight Group Weight
- Fleet To Fleet Transfer
- New Fleet
- Renewal
- Supplement Inquiry

From the Fleet Search screen, enter the client ID, fleet, and fleet expiration year and the supplement effective date. Select “PROCEED” to display the “Fleet Details” Screen.

Process Supplement Inquiry WIP Reprint Webprocessing Notes Enterprise Sign Off

Fleet Search Change Carrier Type/Comm.Class

Client ID: 0990 Fleet No.: 1
 Fleet Expiration Year: 2010 Supplement Effective Date: 11/05/2010

Buttons: Proceed, Refresh, Quit

“Fleet Detail” screen allows the following actions:

The screen indicates the current values of the Fleet type and commodity class. The user should update them as needed by selecting the fleet type and commodity class from the drop down list.

Select “PROCEED” and validate the changes.

Select “PROCEED” when you are finished to “Submit using Web Processing”. For more details on this, see the “Submit Using Web Processing” section of this manual.

Amend Vehicle – (Fee)

Perform the following steps to process an “Amend Vehicle with Fee” supplement:

From the IRP menu, select “Amend Vehicle with Fee” from the supplement tab.

From the Fleet Search screen, enter the following:

Enter the client ID, fleet, and fleet expiration year and supplement effective date. Select “Proceed”.

The screenshot shows the 'Fleet Search' screen with the following fields and arrows:

- Process > Supplement > Inquiry > WIP > Reprint > Webprocessing > Notes > Enterprise Sign Off
- Amend Vehicle - Fee Related
- * Client ID: 8990
- Fleet No.: 1
- Fleet Expiration Year: 2010
- * Supplement Effective Date: 11/08/2010
- Buttons: Proceed, Refresh, Quit

The following displays the “Amend Vehicle Details” Screen.

The screenshot shows the 'Amend Vehicle Details' screen with the following sections:

- Vehicle Details:** Unit No., VIN, Plate No., Find
- Amend Vehicle Details:** Client ID (8990), Fleet No. (1), Registrant Name, Expires On (11/2010), Supplement No. (5), Description, No of Vehicles (0)
- Vehicle Details:** Unit No., Owner, Year, Permanent Sticker, Body Style, Make, Fuel Type, Axles, Combine Axles, Seats, VIN, Title State, Title No., Unladen Wgt., Weight Group No., Purchase Price, Factory Price, Fee Comp Ind, Lease Date, Purchase Date, First Operated Date, Deal Date, Other Date, Private / Dealer, Personalized Flag, Plate
- Documentation Requirements For Admin Fee and Fee Calculation:** Distance (Y), UT Special Truck (N), MCO Provided (N), Trailer (N)
- Registration Details:** TA Ind (), Days (0), Plate, Sticker
- Documentation Requirement Tracking:** 2290 (O-Outstanding), MCS 150 (O-Outstanding), Title Doc (O-Outstanding), More Docs (N-Not Required)
- Safety Changes During Registration Year:** (), USDOT No. (360469), TIN ()
- Comments:** ()
- Buttons: Proceed, Done, Refresh, Cancel, Quit, Veh List, Help

From this screen you will be able to do the following:

- Add a new Weight Group or review the weight groups. If you need to add a Weight Group, you should do this before you enter any vehicle information. To add a weight group, see the “Add/Change Weight Group” section in this manual.
 - Existing weight groups can be viewed but cannot be changed.
 - Existing weight groups and their associated base jurisdiction and declared gross weight will be displayed.

To view the detail per jurisdiction, select the weight group number from the list

The screenshot shows the 'Weight Group Selection' screen with the following sections:

- Weight Group Selection Details:** Client ID (8990), Registrant Name, Supplement No. (5), Fleet No. (1), Effective From (11/2010), Supplement Desc. (Amend Vehicle - Fee R)
- Weight Group List:**

Select	Wgt.Group No	Wgt.Group Type	Base Jur Wgt	Max.Gross Weight
Select	2	T-Trailer	34000	34000
Select	3	P-Power Unit	90000	90000
- Buttons: Add Wgt.Grp, Done, Cancel, Quit

Select “Go to Wgt Selection” to return to the list.

To return to the “Vehicle Details” screen, select “Done”.

To add a weight group, select “Add Wgt Grp”. For more information on adding a weight group, see the “Add/Change Weight Group” section in this manual.

System will display the “Vehicle Details” screen.

The vehicle detail screen captures all information about the vehicle(s) that require a change

Identify the vehicle to be changed by entering the unit number, OR VIN(s), OR plate number then select “Find”.

Once you have selected an item, the current vehicle information will be populated, and you can update the fields as required. If a VIN number needs to be corrected, use the Error Correction Process.

The screenshot shows the 'Amend Vehicle Details' form. At the top, there are tabs for 'WgtGroup', 'Vehicle', 'Billing', 'Payment', 'MainMenu', and 'Inquiries'. The form is titled 'Amend Vehicle - Fee Related'. It contains several sections: 'Account Details' with fields for Client ID, Fleet No., Registrant Name, Expires On, Supplement No., Description, and No of Vehicles; 'Vehicle Details' with fields for Unit No., Owner, Year, Make, Fuel Type, VIN, Title State, Weight Group No., and various dates; 'Dealer Details' with fields for Dealer Name and State; and 'Documentation Requirements' with checkboxes for various documents and a 'Proceed' button at the bottom left.

Select "PROCEED" to execute edits and display the validation screen.

Select "PROCEED" from the verification screen to save the vehicle information.

This screenshot shows the same 'Amend Vehicle Details' form, but now it displays the validation screen. The 'Proceed' button at the bottom left is highlighted with a red border, indicating it is the next step to take. The form contains the same data as the previous screenshot, including fields for Unit No., Owner, Year, Make, Fuel Type, VIN, Title State, Weight Group No., and various dates.

Follow the same procedure for the vehicles requiring a corrected cab card.

If you need to update or cancel a vehicle from the supplement, then select “Veh List” to display a vehicle selection list. Select the vehicle you need to update or review, proceed as before. If you are canceling a vehicle, select Cancel Vehicle to delete and proceed as before.

When all vehicles requiring change are processed, select “Done” and proceed to submit through web processing. For more information on submitting, see the “Submit through Web Processing” section of this manual.

Reprint

The system provides the user the ability to reprint the following items:

- Renewal notice.
- Invoice.
- TA

The Reprint function for the TA has some additional functionality other than just reprint.

Reprint TA

To reprint an existing TA perform the following:

Select “Reprint TA” for the TA type. Enter the client ID, fleet number, fleet expiration year, and supplement number.

The screenshot shows the 'Reprint Module' form. At the top is a navigation bar with links: Process, Supplement, Inquiry, WIP, Reprint, Webprocessing, Notes, Enterprise, and Sign Off. The form contains several input fields: Client ID (0000), Fleet Expiration Year (2010), Plate, Electronic Delivery Type (PDF), and a checkbox for 'Reprint All Vehicle'. On the right, there are fields for Fleet No., Supplement No., VIN, and Unit No. A dropdown menu for 'TA Type' is open, showing options: Reprint TA, Extended TA, and Renewal TA. Below the form are buttons for Search, Generate, Refresh, Quit, and Help. Arrows indicate the flow from the input fields to the Search and Generate buttons.

If the specific plate, VIN or Unit number is known, the user may enter it. If not the select “Search” to display a list of available TA’s for the supplement.

The delivery type will be in PDF format. Check “Reprint All Vehicle” to reprint all the TA’s for all the vehicles listed. Select “Generate” to reprint the selected TA’s.

The screenshot shows the same 'Reprint Module' form, but now with search results displayed. The 'TA Type' dropdown is still set to 'Reprint TA'. The 'Search' button has been clicked, and a table of results is shown. The table has the following columns: Unit No, VIN, Plate, TA No. of Days, and TA Effective Date. The first row of data is: 5555, ADFADFLJMDA321A3D, 60, 11/08/2010. Below the table are navigation links: [First Page], [Previous Page], [Next Page], [Last Page], and Page 1 of 1. Arrows indicate the flow from the input fields to the Search button, and from the Search button to the table.

Unit No	VIN	Plate	TA No. of Days	TA Effective Date
5555	ADFADFLJMDA321A3D	60	11/08/2010	